

**Classified Staff
MEETING MINUTES
November 5, 2020 11:00 a.m.
Google Hangouts Meet**

MEMBERS (presence denoted by check): *To check off names of attendees, click on the checkbox to highlight it (one click highlights all checkboxes, two clicks highlights just the one), then left click on the checkbox and choose the ✓ symbol).*

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|--------------------------------------|-------------------|----------------------|
| ✓ Nolan Luhm | ✓ Joan Warren | ✓ Richard Stephenson |
| ✓ Erin Bergman | ✓ Shannon Crow | |
| ✓ Kim Garzia | ✓ Daniel Boyer | |
| ✓ Kristen Sides | ✓ Debbie Bonham | ✓ Daryl Gehbauer |
| ✓ Beau Besancenez | ✓ Anthony Merseal | ✓ Stephanie Cage |
| ✓ Fran Moore | ✓ Lore Robart | ✓ Constance Kuchar |
| ✓ Anastasia Luettecke | ✓ Laura McCloskey | |
| <input type="checkbox"/> Mandy McKay | ✓ Miriam Helms | |

GUESTS: Sue Lerch, Isaac Perry, Brandi Gallaway, Shelly Mueller, Laura Villmer, Connie Nash, Stephanie Penn, Stephanie Earls, Alicia Smith, Denise Hawkins,

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 11:00
Approve Minutes	October Minutes Motion: Lore Robart Seconded: Kim Garzia Vote: All in favor
Bylaws Review Task Force Update	<ul style="list-style-type: none"> ● Would like to meet next week
MCCA Virtual Convention	<ul style="list-style-type: none"> ● November 11-13, ● Any employee may attend free of charge
PSRS/PEERS Update	<ul style="list-style-type: none"> ● PSRS/PEERS and the College’s continued dialog resulted in the parties’ agreement that the current best course of action is to apply the changes prospectively rather than retroactively. As such, the classification change will take place beginning January 1, 2021. ● Accordingly, there will be no changes made (including any changes to retirement benefits) relating to any retroactive adjustments regarding the previously paid health insurance reimbursements. ● Thank you to Shelly Mueller for working on this issue.
HR Update	<ul style="list-style-type: none"> ● Classification Study is now being updated <ul style="list-style-type: none"> ○ Job Description is completed ○ Job Tasks is in progress ○ PeopleAdmin will go live with job description soon ○ Job descriptions will be reviewed annually ● Open enrollment will take place 11/16-11/25 ● New platform is in use thus all employees will need to login and make choices as past information will not roll over ● Computer lab space will be reserved to provide assistance to any employee in need of assistance completing the enrollment <p>ACTION:</p>

	<ol style="list-style-type: none"> 1. Kristen Sides will clarify the procedure for job description and salary classification updates
Extended Cabinet Updates	<ul style="list-style-type: none"> ● Mark Smerker & Dan Smith gave a presentation on multi-factor authentication <ul style="list-style-type: none"> ○ Pilot program was successful and they have begun rolling out the plan campus wide ○ Email sent to all employees 11/04/2020 ○ Will become a requirement by February 1, 2021 ● John Linhorst gave a presentation on the Technology Purchase Planning ● Discussion regarding the move of the police academy from JCI to JCA
BOT Meeting Updates	<ul style="list-style-type: none"> ● The Board of Trustees have appointed Daryl Gehbauer, Allan Wamsley and Tash Welsh to the Board Administrative Team for the collective bargaining process with the Faculty Association ● A notice will go out to the Jefferson County Leader Announcing two positions on the BOT will be vacant: <ul style="list-style-type: none"> ○ Steve Meinberg and Susan Tuggle, Positions are for 6 years ● Approval for the annual purchase of computing equipment for computer labs, classrooms, and lecture halls ● Approved funding for the remodel of the President's Office suite and Boardroom <ul style="list-style-type: none"> ○ Due to abatement of these rooms as a result of mold remediation ● Approved purchase of Fine Arts Stage Line Rigging <ul style="list-style-type: none"> ○ rusted and corroded and being replaced to ensure all safety measures are in place ● Approved purchase of automatic paper towel dispensers <ul style="list-style-type: none"> ○ CARES Act funding will be used for this purchase, locations not mentioned ● Furniture has been purchased for CTE 139 as part of the Capital Project Spending budget <ul style="list-style-type: none"> ○ Vet Tech program increased from 36 to 48 students ● Blake Tilley has been appointed as the new Executive Director of Development & Strategic Communications ● Carli Beckett has been approved to the First Assistant Volleyball Coach position
Administrative Liaison Report	<ul style="list-style-type: none"> ● Increasing cell phone signal on campus ● Renovation AS1 using CARES Act funding ● Emergency roof replacement on ADM building ● Potential move of JCI to JCA <ul style="list-style-type: none"> ○ Taskforce forming ○ Opening date Fall 2021 ○ Critical project submitted to State funding, will hear in May ○ If no funding from state budget will determine progress ● Some of the state withheld funds have been released ● Bookstore contract ends June 2021 <ul style="list-style-type: none"> ○ Looking at fees based on student hourly rate ○ Students will have the option to opt out ○ Students will have the option to purchase books ○ Electronic books and ODR will be available ○ This model will reduce the cost to students

	<ul style="list-style-type: none"> ○ Increase revenue to the college due to the volume of students using this credit hour fee based charge ○ This project could be a year out as Canvas migration has a greater focus <ul style="list-style-type: none"> ■ It was noted to keep the Help Desk informed as this could increase the call volume at the start of the new term ● The Viking Woods apartments are under consideration of being outsourced (sold and managed) <ul style="list-style-type: none"> ○ The land will remain part of the campus and be leased to the vendor ● The college owned property on highway 30 is under review for future use
Certified Staff Liaison Report	<ul style="list-style-type: none"> ● Looking at an oversight committee, possible a subcommittee of Student Learning and Support ● Review of the Certified Staff Classification Update ● Review of Tuition Reimbursement
Faculty Liaison Report	<ul style="list-style-type: none"> ● Constitution to be reviewed and updated ● Faculty working on the transition to Canvas
Certified Staff Rep Report	No report
Faculty Senate Rep Report	Report is the same as the Faculty Liaison Report
CICC Rep Report	<ul style="list-style-type: none"> ● CICC is still discussing the shared governance definition (Admin Procedure III-001) ● The committees have been tasked with aligning their committee charges with at least two strategic Priorities from the Strategic Plan <ul style="list-style-type: none"> ○ Feedback from constituent groups may also be sought regarding alignment to the Strategic Plan ● CICC is discussing committee alignment to the HLC Priorities identified by the Accreditation committee. These are excerpts from the 2019 HLC report to show the College's response
Constituent Concerns (Rep Reports)	<ul style="list-style-type: none"> ● Concern about tenure procedure remaining open as a pathway to increased salary for faculty while staff don't have a similar pathway available to them due to COVID restrictions on raises ● Additional concerns are disappearing pathways available to Certified staff ● Daryl Gehbauer stated faculty deserve contractually agreed upon issues and staff are employed at will <p>ACTION:</p> <ol style="list-style-type: none"> 2. Nolan Luhm will take this issue to the President's Council
Executive Session	Executive Committee entered into Executive Session
Adjournment	<p>Time: 11:54</p> <p>Debbie Bonham made a motion to adjourn the meeting and Anastasia Luetekke seconded it, all in favor</p> <p>Next Meeting: Thursday December 3, 2020 11:00 a.m. Google Hangouts Meet</p>
Additional Documents	<p>Attached documents reviewed during this meeting:</p> <ol style="list-style-type: none"> 1. <<Upload documents in Google Drive and insert link here>>

Respectfully submitted,
Erin Bergman
Sr. Administrative Specialist